



## **La Jolla Figure Skating Club Junior Board Mission and Guidelines**

### **MISSION**

*The mission of the **La Jolla Figure Skating Club Junior Board** is to serve our membership at club events, including the La Jolla Open; to share club information with members age 18 and under, and those members' opinions with the Board of Directors; and to plan and host events that encourage enjoyment of figure skating and strengthen our community of current and prospective club members.*

### **GUIDELINES**

#### **MEMBERSHIP CRITERIA**

Prospective Junior Board members must be in 7th through 12th grades in September of the year they serve, and must be club members in good standing. They must be available to attend meetings at UTC Ice from 8-9 a.m. one Saturday per month. Members make attendance a priority, and understand that they may be replaced if they do not attend at least 8 of 11 monthly meetings. They must have volunteered at the La Jolla Open or served the club in other significant ways.

#### **SELECTION PROCESS**

Junior Board has a maximum of 12 members, though that number may be increased on a single-year basis by vote of the Board of Directors. A panel of La Jolla FSC directors meets annually to select members. Directors on the review panel may not have relatives that are on or applying to be on Junior Board. The panel considers applications, Junior Board advisors' summary of participation with the club, and La Jolla Open volunteer records.

More applicants may apply than there are open positions on Junior Board. Interested club members are encouraged to reapply whether or not they were selected in previous years. Applicants are welcome to attend Junior Board meetings as non-voting observers even if they are not selected, so long as they do not disrupt meetings.



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The application for membership includes name, grade, length of club membership, club volunteer history, other relevant experience, and goals for Junior Board. Volunteer history and participation in club events are considered very important by the review panel.

An email to the club membership each May announces the July 1 application deadline. The application is posted on the La Jolla FSC website and submitted online. Applicants selected are announced in July and installed at the August meeting. Club members under 18 are welcome to attend most meetings as non-voting observers, as long as they do not delay the meeting.

### **TERM**

Members serve for a term of one year. There is no limit to the number of terms qualified club members can serve on Junior Board.

A member who misses three meetings, without an explanation approved by Junior Board advisors and the review panel, is removed from Junior Board and is ineligible to apply for Junior Board the following year. The review panel selects a replacement for the rest of the year.

Junior Board members may resign in good standing at any time, and are eligible to reapply to Junior Board beginning the following year.

Members may be removed at any time by vote of the Board of Directors.

### **OFFICERS**

The incoming Junior Board elects officers each year, no later than the September monthly meeting. Any member who cannot be present at the election must inform the Junior Board president and advisors before the election meeting, and may designate a proxy to place their votes. They may also submit a candidate statement in advance, to be read at the election meeting. Candidates for officer positions must have served at least one previous year on Junior Board.

Officers serve for a term of one year. Officers, if re-elected, may continue in the same position for a maximum of two years. They may then run for election to different offices if they continue on Junior Board.



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Officers are responsible to make and distribute agendas, run meetings, take down minutes, keep financial records, communicate with the board, and complete other duties. They email agendas to the board president in advance of Junior Board meetings. They forward meeting minutes to the board president and treasurers' reports to the board treasurer each month.

An officer who does not meet the responsibilities of the office will generally be replaced after three missed months, but may remain on Junior Board if she or he has missed no more than two meetings. An officer whose position is reassigned for not completing duties is ineligible to run for the same office the following year.

Officers in good standing may resign an office at any time and remain Junior Board members. Resignation does not affect their eligibility to run in later elections, though the partial year counts as one term in that office. Junior Board will elect a replacement to serve out the rest of the term. The partial year does not count toward the replacement's term limit for that office.

### **ADVISORS**

Junior Board has two adult advisors, at least one of which serves on the Board of Directors. The second advisor may be a club member over 18. The advisors are selected by vote of the incoming Board of Directors no later than the first meeting of the board year. At least one advisor must have Safesport certification through U.S. Figure Skating. Advisors must have both Safesport certification and U.S. Figure Skating background checks if they will be alone at any time with La Jolla FSC members, including Junior Board.

#### **Advisors:**

- Attend and observe Junior Board meetings.
- Provide time checks as the president leads the meeting.
- Advise officers on their duties.
- Provide clarification during meetings as needed.
- Make note of whether agendas, minutes, and treasurers' reports are completed and distributed each month, and whether other member duties are fulfilled.
- Help officers learn to prepare their reports.



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- Review Junior Board's schedules, budgets and plans to be sure they are complete and achievable.
- Serve as Junior Board's adult representative to UTC Ice, charities, and other organizations outside the club that work with the Junior Board.
- Supervise minors at Junior Board-hosted activities.
- Keep track of Junior Board participation and other club members' volunteer work at Junior Board-hosted events.
- Review and approve volunteer hour certification.
- Update the board on Junior Board activities

### **USE OF FUNDS**

Junior Board may raise funds for club events it plans, and for purchases it would like to make that benefit the club. All planned fundraisers and expenditures must receive prior approval by the board. All Junior Board funds are used to benefit the club membership or for charity donations on behalf of La Jolla FSC.

The Board of Directors holds Junior Board funds in the club's accounts; these are noted as "Junior Board" funds in treasurer's reports. The Board of Directors may decide to add additional club funds to support an event or a purchase coordinated by Junior Board to benefit the club. All funds raised by Junior Board that are not spent by end-of-year remain earmarked as Junior Board funds the following year(s).

Members may contribute their own money to cover expenses for snacks at meetings, or for Junior Board-only team-building activities. Activities limited to Junior Board members should not be scheduled to coincide with club events.

### **APPAREL**

The Board of Directors funds the purchase of one garment for members at the beginning of each year, so that Junior Board is recognizable to club members. The item, vendor, and cost must be approved in advance by the board. Additional Junior Board imprinted items must be optional for members, approved in advance by the board, and paid for by the members.